



TRANSFER OPPORTUNITY

FOR STATE EMPLOYEES



DEPARTMENT OF INDUSTRIAL RELATIONS

Occupational Safety and Health

Office Assistant (Typing)

San Jose

Position: Office Assistant (Typing)
Range A \$2003 - \$2435 per month
Range B \$2172 - \$2641 per month

Location: San Jose (Two full-time positions)

Duties: Under the supervision of the Senior safety Engineer, the Office Assistant (Typing), types general correspondence, requirement letters, orders to show cause, violation reports and penalty letters for the Senior Safety Engineer and compliance field staff. Assists in answering telephones, taking messages and referring to appropriate staff member. Maintains files, Xerox and assists in handling persons into the office for information or printed matter. Performs other duties as required.

Any current SROA/Surplus employee or anyone eligible for transfer, list appointment, or training and development assignment to the above class may apply by sending a standard State application (Form Std. 678) to the address below. Please note that SROA and eligible Surplus Employees will be given first consideration in accordance with SROA provisions.

DOSH headquarters
P.O. Box 420603
San Francisco, CA 94142
Attention: Minnie Murella
Telephone: (510) 286-6871

California Relay System Telephone number for the deaf and impaired: 1-800-735-2929

Submit Application By: **May 31 2006** or untill filled. Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.